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DD/ST# 2930-67

OSA 2750-67
19 July 1967

MEMORANDUM FOR: Executive Officer, DDS&T

SUBJECT: Diagrams, Pseudonyms, Cryptonyms, etc.

1. This memorandum is for information only.

2. Our meeting on 12 July was informative in many respects and the Sensitive Document Section did in fact have a legitimate complaint. The meeting was well attended and it was resolved that the best way to correct this situation immediately was for each office representative to meet with [] individually.

3. [] problem obviously arose from the unfamiliarity of most offices in the Directorate with details concerning the use of proper use of code words, cryptonyms and diagrams. After a brief recounter of the scope of the problem by [] everyone agreed that the problem was not difficult and action could be taken immediately to solve [] problem.

4. Allied with this meeting, but not discussed, is the cable distribution problem that I'm going to have this fall when OSA moves to the [] building. I met with [] several days later on this subject and we resolved that his office could provide a classified and unclassified action indicator for each office in DDS&T to be used on cable traffic. This indicator would immediately info registry as to who has action on all outgoing and incoming cables. The unclassified

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

SECRET

OSA 2750-67

Page 2

indicator could be used for inter-Agency and contract cable correspondence whereas the classified indicator would be limited to intra-Agency cable activity. I plan to bring this subject up at the next Executive Officer's meeting requesting [] in concert with the offices 25X1A individually to obtain action indicators for cable traffic in the OSA Signal Center. These are not to be confused with the action indicators which several offices already have for intra-Agency communications in the DIR channels.

5. Will keep you informed on the details as they develop.

SIGNED []

[]

Executive Officer
(Special Activities)

25X1A

cc: C/Intell Liaison Support Staff/DDS&T

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